



Examination

California State Lands Commission

The California State Lands Commission guarantees equal opportunity to all regardless of race, color, creed, national origin, sex, marital status, religion, political affiliation, ancestry, disability, age, medical condition, sexual orientation, political/religious opinion, or discrimination filing.

It is the objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in public servants.

MANAGEMENT SERVICES TECHNICIAN

THIS IS A DEPARTMENTAL PROMOTIONAL EXAMINATION - SPOT - LONG BEACH - FOR EMPLOYEES OF THE CALIFORNIA STATE LANDS COMMISSION

FINAL FILING DATE: August 1, 2009

WHO SHOULD APPLY

Applicants who meet the minimum qualifications for the **promotional** examination must meet one of the following requirements:

1. Applicants must have a permanent civil service appointment with the California State Lands Commission as of **August 1, 2009**, the final filing date, in order to participate in this examination; or
2. Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990; or
3. Must be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code Section 18992; or
4. Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code Section 18991.

For persons who are interested in applying for the promotional examination that meet the criteria for either items 2, 3, or 4 above, and examinations are given by more than one department for the same classification, you must select one department in which to compete. Once this selection is made, it cannot be changed for the duration of the promotional list established from the examination in which the person participated. Employees may transfer list eligibility between departments in the same manner as provided for state civil service employees.

HOW TO APPLY: Obtain a State Application (Form 678) at CA State Lands Commission offices, Employment Development Department (EDD) offices, or download an application from the web at www.spb.ca.gov or www.slc.ca.gov. Standard State application (Form 678) must contain an original signature. **Faxed applications will not be accepted.**

Submit applications to:

California State Lands Commission
100 Howe Avenue, Suite 100-South
Sacramento, CA 95825-8202
Attn: Personnel

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Application for Examination". You will be contacted to make specific arrangements.

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.

NO WRITTEN TEST REQUIRED

The entire examination will consist of an interview or an experience and education evaluation.

QUALIFICATIONS APPRAISAL PANEL INTERVIEW: It is anticipated that interviews will be held in **August/September 2009**.

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to the Qualifications Appraisal Panel Interview.

Interviews will be scheduled in Long Beach.

SALARY RANGE: \$2,495 - \$3,034 (Range A) per month
\$2,817 - \$3,426 (Range B) per month

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the entrance requirements for this examination by **August 1, 2009**, the final filing date.

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either I," or "II," or "III," etc.

For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time for Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

Either I

One year of experience performing the duties of a Management Services Assistant. (Applicants who have completed six months of service performing the duties as specified above will be admitted to the examination, but they must complete one year of this experience before they can be eligible for appointment.)

Or II

One year of experience in the California state service performing duties at a level of responsibility equivalent to that of Office Assistant (General), Range B.

Or III

Sixty semester or 90 quarter units of college.

THE POSITION

Under supervision, to learn and perform the less technical, semiprofessional tasks of a management services or related discipline, either (1) on a permanent basis, or (2) in training in preparation for promotion to the professional level; and to do other related work. Typical tasks may include: In Employment Relations: Researches, gathers, and analyzes information for use in investigations and in adjusting complaints; may prepare reports. In Tax Compliance: Performs the most routine work of tax law enforcement. In Budgeting, Auditing or Management Analysis: Prepares less difficult budgeting, auditing, technical, or related reports, and may be responsible for an assigned

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

MANAGEMENT SERVICES TECHNICIAN

FINAL FILING DATE: August 1, 2009

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routine segment of budgeting, auditing or related work. In Data Processing: Performs the less difficult systems analysis and may be assigned a routine segment of systems analysis. In Accounting: Takes corrective action on balance reports and may maintain less complex accounting records. In Program Analysis: Performs the less complex gathering and analysis of program information.

POSITION(S) MAY EXIST IN LONG BEACH.

SPECIAL AND PERSONAL CHARACTERISTICS

Both demonstrated interest in and aptitude for work in one of the staff services or related disciplines, and the capacity for professional development.

DESIRABLE QUALIFICATIONS

Experience and/or education applied toward Patterns I and II which has developed verbal, analytical, numerical, and/or writing skills is preferable.

EXAMINATION INFORMATION

This examination will consist of a qualifications appraisal interview only. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview.

If conditions warrant, this examination may utilize an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out their application. List all experience relevant to the "Requirements for Admittance to the Examination" shown on this announcement, even if that experience goes beyond the seven-year limit printed on the applications. Supplementary information will be accepted, but read the "Requirements for Admittance to the

Examination" carefully to see what kind of information will be useful to the staff doing the evaluation.

Qualifications Appraisal – Weighted 100%

SCOPE:

In addition to evaluating the competitors' relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:

- A. Knowledge of:
 - 1. Arithmetic, spelling, grammar, punctuation, and modern English usage.
- B. Ability to:
 - 1. Learn rapidly;
 - 2. Follow directions;
 - 3. Communicate effectively with other staff and those contacted in the work;
 - 4. Use good work habits such as punctuality, skill, neatness and dependability;
 - 5. Make satisfactory progress in a prescribed training program;
 - 6. Interpret written material;
 - 7. Edit written material;
 - 8. Write effectively;
 - 9. Analyze written and numerical data accurately;
 - 10. Make clear, concise oral presentations.

ELIGIBLE LIST: The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

Veterans' Preference will not be granted in this examination. Career Credit Points will not be granted in this examination.

GENERAL INFORMATION

It is the candidate's responsibility to contact the State Lands Commission Personnel Office three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature, it is the candidate's responsibility to contact the State Lands Commission Personnel Office at (916) 574-1910 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at the State Personnel Board office, local offices of the Employment Development Department and the State Lands Commission.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The State Personnel Board reserves the right to revise the examination plan to better meet the needs of the services if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Examination locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multi departmental promotional, 4) service wide promotional; 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235 and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of the State Personnel Board.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Veterans Preference: California law allows granting of veterans preference points in open entrance examinations and open non-promotional exams. Credit in open entrance examinations is granted as follows: ten (10) points for veterans, widows and widowers of veterans, and spouses of 100% disabled veterans; and fifteen (15) points for disabled veterans. Credit in open non-promotional examinations is granted as follows: five (5) points for veterans; and ten (10) points for disabled veterans. Directions for applying for veterans preference points are on the Veteran Preference Application (Form 1093) which is available from State Personnel Board Offices, written test proctors, the State Lands Commission, and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

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